



INFORMAL APPEAL FORM
Notice of Violation/Citation
ZONING

This form is to be used only for filing an informal appeal of a Notice of Violation that has been issued for an infraction of the City of Charlotte Zoning Ordinance or for filing an appeal of a citation which has been issued for an infraction of the City of Charlotte Zoning Ordinance.

APPELLANT:

(Please print name)

MAILING ADDRESS:

TELEPHONE #:

CHECK BOX WHICH APPLIES:

- ☐ **INFORMAL APPEAL OF NOTICE OF VIOLATION (N.O.V.)**
#: _____ *(Enter number from N.O.V./attach copy)*
- ☐ **APPEAL OF CITATION**
#: _____ *(Enter number from Citation/attach copy)*

Rules/Procedures:

- An informal appeal of a Notice of Violation must be filed within 15 days of the date appearing on issued N.O.V. letter. An appeal of a Citation must be filed within 10 days of date of issuance.
- An informal appeal of a Notice of Violation is not a prerequisite to filing a formal appeal of N.O.V. directly with the Charlotte-Mecklenburg Planning Commission.
- The informal appeal form must be signed by individual to whom the N.O.V./citation is addressed.
- Informal appeal form must be completed in its entirety with information/facts supplied where called for on form to be considered.
- Appeal of an N.O.V or citation must not be based on personal financial hardship but based on an interpretation of zoning regulations or claim that zoning violation did not exist at location as cited.
- Appeals should be submitted to:

City of Charlotte
Neighborhood Development/Code Enforcement
Attn: Zoning Supervisor
700 North Tryon Street
Charlotte, N.C. 28202



Describe below why you feel the Notice of Violation / Citation was issued in error. If necessary, you may attach additional pages to state your case.

☐ *If checked attachments(s) enclosed*

Signature of Appellant:

Date:

Agency's Response to Appeal (to be completed by Zoning Supervisor)

- ☐ Appeal Upheld
- ☐ Appeal Denied
- ☐ Appeal Deferred*

Zoning Supervisor's Comments:

☐ *If checked attachment(s) enclosed*

*If decision is to defer appeal, a formal application for appeal must be obtained from the Charlotte-Mecklenburg Planning Commission, completed, and filed with the office of the Zoning Administrator for review and decision. The Zoning Administrator may defer action on appeal to the City of Charlotte Board of Adjustments. A formal application for appeal can be obtained via internet address: www.charmeck.org/departments/planning